



PROTOCOL FOR SIMULTANEOUS MEETINGS OF THE SCRUTINY COMMITTEE OF SUFFOLK COASTAL DISTRICT COUNCIL AND THE OVERVIEW AND SCRUTINY COMMITTEE OF WAVENEY DISTRICT COUNCIL

Background

Simultaneous meetings are not the same as joint meetings of the two authorities.

The basis for holding simultaneous meetings of the Scrutiny Committee of Suffolk Coastal District Council and the Overview and Scrutiny Committee of Waveney District Council (the Scrutiny Committees) are:

- Two meetings in one room
- Two local authorities
- One agenda
- One debate
- One shared Minute
- One common purpose

The Scrutiny Committees will be considering the same report(s) and undertaking a common debate but can each reach separate / different decisions.

Purpose

Simultaneous meetings of the Scrutiny Committees will be held primarily to consider report(s) that are pertinent to both authorities.

Chairmanship

Simultaneous meetings of the Scrutiny Committees will be chaired jointly by the respective Chairman of the Scrutiny Committees.

For each individual local authority, for the purposes of agreeing recommendations and taking decisions, Suffolk Coastal District Council's Scrutiny Committee will be chaired by its Chairman and likewise, the Chairman of Waveney District Council's Overview & Scrutiny Committee will chair in respect of its decision making.

Location of Meetings

The venue for the Simultaneous meetings of the Scrutiny Committees will be mutually agreed between the Scrutiny Committees. Meetings will generally commence at 6.30pm.

Governance Arrangements

The requirements of the Local Government Act 1972 and the Access to Information Act 2000 and other associated legislation will be adhered to in relation to the publication of the Agenda / Reports and production of Minutes.

The Constitutional requirements for each respective authority will apply.

There will be one Agenda and one set of Minutes which will be referred separately to the Scrutiny Committee of Suffolk Coastal District Council and the Overview and Scrutiny Committee at Waveney District Council for approval as a correct record.

Each of the Scrutiny Committees will vote separately, at any simultaneous meeting.

Quorum: The current rules will apply with regard to a quorum for each of the Scrutiny Committees – i.e. for Suffolk Coastal District Council, the quorum is three, whilst for Waveney District Council the quorum is four.